



COMDTINST 1000.5F
9 JUN 1988

COMMANDANT INSTRUCTION 1000.5F

Subj: Administration of Coast Guard and Navy Officers Assigned to the Coast Guard/Navy Officer Exchange Programs

Ref: (a) CG Personnel Manual, COMDTINST M1000.6
(b) CG Military Personnel Security Program Manual, COMDTINST M5510.16 (series), section 3-G.

1. PURPOSE. This instruction publishes procedures for the administration and accounting of Coast Guard and Navy Exchange officers.
2. DIRECTIVES AFFECTED. Commandant Instruction 1000.5E is canceled.
3. APPLICABILITY. The procedures prescribed herein are applicable to Coast Guard and Navy officers assigned as part of mutually approved Coast Guard/Navy officer exchange programs.
4. GENERAL.
 - a. Definitions.
 - (1) Parent Service - The Service in which an officer is commissioned.
 - (2) Receiving Service - The Service to which an officer is assigned under the terms of the exchange program.
 - (3) Administrative Command - A unit of the exchange officer's parent Service to which the exchange officer is attached for administration and accountability while assigned to the exchange program.
 - b. Personnel Accounting. Each exchange officer's PCS orders will include the designation of an administrative command. The administrative command shall be responsible for:

- (1) Dissemination of departmental-directives and literature applicable to the exchange officers.
- (2) Issuing instructions for required parent Service reports.
- (3) Supplying necessary blank forms peculiar to the parent Service.
- (4) Answering questions from the receiving Service concerning administrative problems with exchange officers.

c Length of Tour.

- (1) USCG/USN Deck Watch Officer Exchange. The normal tour of duty will be 18 months, subject to extension at the request of either Service and the approval of the other. The maximum tour will be 2 Years.
- (2) USCG/USN Aviator (Helicopter Pilot) Exchange. The normal tour of duty will be 2 years, subject to extension at the request of either Service and the approval of the other. The maximum tour will be 3 years.

d Security Clearances.

- (1) Navy Exchange Officers. Whenever it becomes necessary for a Coast Guard unit commanding officer to authorize access to a Navy exchange officer who has been granted the appropriate clearance, the unit commanding officer may cite such clearance as a basis to issue form CG-5274, Personnel Security Record, granting the officer a Coast Guard clearance and authorizing access to classified material. In the event the officer has not been granted the required clearance, the unit commanding officer shall forward a request for the necessary security investigation and clearance to the individual's Administrative Command (Service) requesting that the individual be investigated and/or processed for a security clearance, as appropriate. A copy of the officer's PCS orders shall be attached to the request. Upon receipt of a satisfactory clearance from Administrative Command (Service), a CG-5274 may then be issued in accordance with reference (b).
- (2) Coast Guard Exchange Officers. Security clearance for Coast Guard exchange officers shall be issued by the officer's administrative command.

5. ISSUANCE OF ORDERS.

a Assignment to Duty.

- (1) Navy Exchange Officers. Navy exchange officers will be assigned by the Chief of Naval Personnel.
- (2) Coast Guard Exchange Officers. Coast Guard exchange officers will be assigned by Commandant (G-PO) in accordance with the provisions of Chapter 4 of reference (a).

- b Temporary Additional Duty. Temporary additional duty (TAD) required by the Coast Guard, for either Coast Guard or Navy exchange officers, shall be directed in orders issued by those Coast Guard officers authorized to issue TAD orders in accordance with Article 4-D-2, of reference (a). Costs incidental to such duty are chargeable to Coast Guard appropriations. Temporary additional duty required by the Navy, for either Coast Guard or Navy exchange officers, will be directed by orders published by the Navy. Costs shall be chargeable to Navy appropriations.
- c Termination. Upon completion of an exchange officer's tour of duty, the officer will be ordered back to their parent Service with PCS orders issued by the same authority as in paragraph 5.a.
- d Report of Compliance With Orders.
 - (1) Coast Guard Exchange Officers. In accordance with Navy instructions.
 - (2) Navy Exchange Officers. The unit commanding officer of a Coast Guard unit with a Navy exchange officer assigned shall forward copies of the PCS (reporting and detaching) orders with all endorsements to Commandant (G-PO) and the administrative command.

6. PERSONNEL POLICIES.

- a Status. Exchange officers shall be assigned to duties commensurate with their grade and experience. They shall assume the authority and supervisory responsibilities inherent to such duties and shall have the same status as other officers of the receiving Service of equivalent grade and seniority; however, they shall not be assigned pecuniary, law enforcement, or other responsibilities which are specifically delegated to the receiving Service by statute or directive. Situations may arise which require an exchange officer to succeed to command of a unit. Consequently, Navy officers serving in Coast Guard units shall be included in the written order of succession to command if otherwise qualified. Although the Navy exchange officer cannot personally perform law enforcement functions such as boardings, inspections and arrests, the officer is, while serving in the capacity of commanding officer of a Coast Guard unit, empowered to order such actions to be performed by Coast Guard personnel. The officer is empowered to order actions as are justified pursuant to the instructions of the operational commander. In the performance of these functions, the officer is afforded the same type and degree of protection (immunity to prosecution) as is afforded any Coast Guard officer in command of a cutter or aircraft deployed for law enforcement missions.

- (1) USCG/USN Deck Watch Officer Exchange. Exchange officers will fill authorized billets and be assigned to those duties normally assigned to junior deck watch officers. Navy officers, even though assigned to the Coast Guard, have no inherent law enforcement authority. They may participate in boarding parties in support roles but may not effect an arrest or seizure. All exchange officers will be trained and qualified as underway OOD's as would any deck watch officer of the receiving Service.
 - (2) USCG/USN Aviator (Helicopter Pilot) Exchange. Exchange aviators shall be trained and designated in rotary wing aircraft of the receiving Service. Advancement in designation is urged, consistent with the mission requirements of the unit of assignment. Naval aviators assigned to Coast Guard air stations pursuant to this program are authorized to pilot Coast Guard aircraft and are subject to the requirements of the Air Operations Manual, COMDTINST M3710.1 (series).
- b Discipline. Exchange officers are not subject to the jurisdiction of the receiving command for disciplinary action either by court-martial or under Article 15, UCMJ. If it is determined that such disciplinary action may be required, the unit commanding officer shall submit a request, with full supporting data, to the administrative command (copy to Commandant (G-PO) and Commander, Naval Military Personnel Command (NMPC Code 82)) for appropriate action. This does not limit the unit commanding officer in the use of nonpunitive measures or other administrative actions which are not intended to become a part of the officer's permanent record.
- c Leave. The unit commanding officer of the receiving unit has the authority to grant leave and issue leave papers to the exchange officer(s).
- d Awards and Commendations.
- (1) Navy Exchange Officers. A Navy officer attached to a Coast Guard unit may be recommended for awards and commendations in accordance with the Medals and Awards Manual, COMDTINST M1650.25 (series).
 - (2) Coast Guard Exchange Officers. A Coast Guard officer attached to a Navy unit may be recommended for awards and commendations in accordance with Navy instructions. The officer may also wear the Surface Warfare Operations Device, if otherwise qualified, while attached to a Navy unit.

7. RECORDS AND REPORTS.

- a Fitness Reports.
- (1) Coast Guard Exchange Officers. Navy commanding officers shall write Officer Evaluation Reports on their Coast Guard exchange officers in accordance with Article 10-A of reference (a). A copy of this instruction and appropriate forms will be supplied by the reported-on officer.

- (2) Navy Exchange Officers. Coast Guard unit commanding officers shall prepare fitness reports on the Navy exchange officers when and as requested by the Navy officer's administrative command using form NAVPERS 1611/1. The completion of the entire fitness report is important; however, the reporting officer must keep one item in mind. The Coast Guard and Navy use different standards in preparing fitness reports. Due to this fact, it is of the utmost importance to the Navy exchange officer's career that item 18 (comparison) of NAVPERS 1611/1 be completed. They must be rated in comparison with their Coast Guard contemporaries. This is the only way that Navy Personnel Boards can convert the fitness report to Navy standards.
- b Casualty Reports.
 - (1) Navy Exchange Officers. Reports of casualty, disabling injury or illness as prescribed in Article 11-A of reference (a), shall be made simultaneously to Commandant (G-PO) and the administrative command.
 - (2) Coast Guard Exchange Officers. Reports of casualty, disabling injury, or illness shall be made in accordance with Navy instructions.
- c Service and Health Records. The exchange officer's service and health records shall be maintained by the receiving unit.
- d Security Jacket.
 - (1) Coast Guard Exchange Officers. The Coast Guard exchange officer's security jacket shall be held by the administrative command.
 - (2) Navy Exchange Officers. The Navy exchange officer's security jacket shall be handled in accordance with Navy instructions.
- e Leave Accounts.
 - (1) Coast Guard Exchange Officers. A Coast Guard officer's leave account shall be maintained through the administrative command.
 - (2) Navy Exchange Officers. Navy officer's leave account shall be maintained as determined by the administrative command.
- f Pay Accounts. Military pay and allowances of exchange officers will continue to be paid by the parent Service.
 - (1) Navy Exchange Officers. With the implementation of JUMPS, Navy officers' pay accounts are now being maintained by the parent Service.

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- (2) Coast Guard Exchange Officers. Coast Guard officer's pay accounts are maintained by the Pay and Personnel Center, Topeka, KS. Assistance regarding pay problems is available through the administrative command.
- g Reports by Attached Officers. Reports and official correspondence prepared by an exchange officer for submission to the administrative command shall be forwarded via the commanding officer of the receiving unit.
- 8. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure compliance with this instruction.

/s/ T. T. MATTESON
Chief, Office of Personnel

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